

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Technical Resource Section
MSA Reviewer

Classification: Program Specialist III

Location Central Office/Field Office

Section/Unit: 346

Salary Range: \$6775 - \$7842

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Technical Resource Section management team, you will work with MSA program staff to independently provide guidance and technical support on cases to ensure technical accuracy and consistency with departmental standards; partner with field audit staff to develop sustainable cases, conduct technical training, and participate on special projects and assignments with Divisional or Enterprise impacts.

Required Knowledge, Skills, Abilities:

- ♦ Knowledge of tax laws, regulations, policies and procedures
- ♦ Ability to communicate effectively, orally and in writing, including conveying legislative or technical tax information in plain language
- ♦ Creatively develop alternatives and recommend innovative solutions using strong analytical, research skills with the goal of providing better, faster, cheaper business processes
- ♦ Strong interpersonal skills and ability to work well independently or in a team environment on various projects and special assignments
- ♦ Ability to independently plan, prioritize, and organize assignments, with tight time frames or competing deadlines
- ♦ Ability to travel.

Desirable Experience/Qualifications:

- ♦ Ability to prepare, review or present technical training and procedures
- ♦ Ability to perform effectively in a fast paced environment where priorities may frequently change
- ♦ Knowledge of PASS, BETS/TI, Excel, Word

Mail or hand deliver your application by: 2/4/09

Contact Person: Jeanne Harriman

Telephone Number: 916 845-6431

Address/Room Number: Exams, P.O. Box 550, Sacramento, CA 95812-0550 Attn: Jeanne Harriman MS F350

Special Instruction: **FTB Employees Hand Deliver or Route To** Jeanne Harriman at M/S F-350

***Exempt from freeze**

California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.

THIS POSITION IS EXEMPT FROM THE FREEZE. To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.